



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

**WA-12**

☐ Original ☒ Amendment Number: **1**

Contract Number

**EP-W-11-044**

Contract Period

☒ Base ☐ Option Period Number:

Title of Work Assignment

**ECHO and OTIS Web Site Modernization**

Contractor

**Eastern Research Group**

Specify Section and Paragraph of Contract SOW

**Task Area II - Data Management**

Purpose:

☐ Work Assignment Initiation

☐ Work Assignment Close-Out

☒ Work Assignment Amendment

☐ Incremental Funding

☒ Work Assignment Approval

Periods of Performance

From: **06/19/12**

To: **06/05/13**

Comments:

**The purpose of this amendment is to approve the contractor's workplan and cost estimate dated July 30, 2012.**

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

### Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee

LOE

Previously Approved

**\$0.00**

**3,460**

This Action

**\$335,314.00**

**(185)**

Total

**\$335,314.00**

**3,275**

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: **July 30, 2012**

Cost/Fee: **\$317,236/18,078**

LOE: **3,275**

Cumulative Approved:

Cost/Fee: **317,236/18,078**

LOE: **3,275**

Work Assignment Manager Name

**Rebecca Kane**

Branch/Mail Code **2222A**

Phone Number **202-564-5960**

Fax Number

(Signature)

(Date)

Project Officer Name

**Willie Griffin**

Branch/Mail Code **2221A**

Phone Number **202-564-2077**

Fax Number

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Officer Name

**Cara Lynch**

Branch/Mail Code **3803R**

Phone Number **202-564-4734**

Fax Number

(Signature)

(Date)

**8/2/12**

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

**WA-12**

☒ Original ☐ Amendment Number:

Contract Number

**EP-W-11-044**

Contract Period

☒ Base ☐ Option Period Number:

Title of Work Assignment

**ECHO and OTIS Web Site Modernization**

Contractor

**Eastern Research Group**

Specify Section and Paragraph of Contract SOW

**Task Area II - Data Management**

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Assignment Approval

Periods of Performance

From: **06/19/12** To: **06/05/13**

Comments:

The purpose of this work assignment is to assist OC with the redesign and modernization of ECHO and OTIS. OC anticipates 3,460 hours of effort will be required for this work assignment.

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

### Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	<b>\$0.00</b>	<b>3,460</b>
This Action	<b>\$0.00</b>	<b>0</b>
Total	<b>\$0.00</b>	<b>3,460</b>

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name

**Rebecca Kane**

Branch/Mail Code **2222A**

Phone Number **202-564-5960**

Fax Number

(Signature)

(Date)

Project Officer Name

**Willie Griffin**

Branch/Mail Code **2221A**

Phone Number **202-564-2077**

Fax Number

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Officer Name

**Cara Lynch**

Branch/Mail Code **3803R**

Phone Number **202-564-4734**

Fax Number

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

**STATEMENT OF WORK  
CONTRACT NO. EP-W-11-044**

**WA No. 12**

1. **TITLE:** ECHO and OTIS Web Site Modernization
2. **PERIOD OF PERFORMANCE:** From Date of Issuance through June 5, 2013
3. **EPA Work Assignment Manager (WAM):**

Rebecca Kane  
U.S. EPA/OECA/OC/ETDD (2222A)  
Ariel Rios South, Room 5112A  
1200 Pennsylvania Ave., N.W.  
Washington, DC 20460  
Ph: 202-564-5960  
E-mail: kane.rebecca@epa.gov

**Alternate EPA Work Assignment Manager (AWAM):**

Carey Johnston  
U.S. EPA/OECA/OC/ETDD (2222A)  
Ariel Rios South, Room 6120  
1200 Pennsylvania Ave., N.W.  
Washington, DC 20460  
Ph: 202-566-1014  
E-mail: johnston.carey@epa.gov

**4. BACKGROUND**

The Enforcement and Compliance History Online (ECHO) and Online Tracking Information System (OTIS) web sites have been the primary EPA vehicles for providing environmental compliance and enforcement data to the public and to government employees, respectively, for the past decade. Demand for access to environmental compliance and enforcement data has significantly increased since ECHO launched in 2002. The breadth of information requested and the types of entities requesting the information have expanded. ECHO users include the general public, regulated entities, non-governmental organizations, press, and academic researchers. OTIS users include all levels of government regulators, from local to federal, particularly environmental agencies, but also including state attorney general offices, the Department of Justice, and other government agencies.

To address this trend, support the Agency's "Improve Transparency" Enforcement Goal, and improve operation and maintenance efficiency, OC is redesigning and modernizing the ECHO and OTIS web sites. The goal is to provide data in a variety of formats to meet the needs of sophisticated and less sophisticated users, with improved usability and navigation. In addition,

OC must modernize the code that connects the sites to the data warehouse to improve efficiency of maintenance and of adding new data/features.

ECHO/OTIS Modernization will be implemented in two parts. At this time, only Part 1 is planned and funded. Its focus is to modernize and redesign the current ECHO and OTIS websites (not add new content or features). ECHO/OTIS Modernization is on a separate but complementary path with the backend data warehouse modernization, which is managed under a different contract.

## **5. PURPOSE AND OBJECTIVE**

ECHO/OTIS “modernization” meets these objectives:

- Interface with a sustainable, modern data warehouse (ECHO data marts at NCC).
- Reduce operation and maintenance costs by using more efficient code and template design, including overall use of style sheets and a web application framework, and by combining ECHO and OTIS into one website with a restricted access area for government-only applications.
- Improve transparency of the data – maximize availability, understandability, and usability of data for each target audience.
- Build in the ability to easily and efficiently add new data/query tools/reports.
- Incorporate modern technology and off-the-shelf products to promote cutting-edge data presentations, development and maintenance efficiency, Web 2.0 concepts (including support for future mobile reports and apps), and ease of navigation.
- Maintain popular query screens and reports at or better than current performance levels.
- Support stronger inspection and enforcement targeting.
- Implement security best practices.

Major tasks in fiscal year 2012 are 1) recommend a new home page and navigation design (with management and stakeholder input), and 2) write requirements for ECHO/OTIS query screens and reports, which will be rebuilt in fiscal year 2013 in order of EPA-determined priority.

Most ECHO and OTIS queries and reports will be launched by the end of summer 2013, when OC plans to shut down the legacy backend data warehouse. Low priority query screens not modernized by this deadline will be unavailable until they are programmed to work with the modernized data marts.

## **6. SCOPE OF WORK**

### **Task 1 – Program Management**

The contractor shall develop a work plan describing the necessary steps and estimated hours to complete each of the tasks included in this work assignment. The work plan shall also include a list of the key personnel to participate in the work assignment. The contractor shall also estimate other direct costs such as travel, computer cost, typing, etc.

The contractor shall provide electronic copies of the monthly progress reports to the WAM and PO. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties.

In addition to the monthly progress reports, the contractor shall prepare monthly and mid-monthly status summaries (in a Microsoft Excel compatible format) to the WAM. The WAM will provide the template for these monthly and mid-monthly status summaries. The monthly and mid-monthly status reports shall list the following information by task: summaries of current and cumulative costs and LOE expended for the reporting period. The mid-monthly and monthly summaries of costs and expenditures LOE shall be provided prior to the progress report.

#### **TASK 1 – DELIVERABLES**

<b>Milestone/Reporting Requirement</b>	<b>Schedule</b>
Work Plan	• 25 days from issuance of work assignment
Progress Reports	• Monthly
Mid-Monthly Reports	• Mid-monthly and monthly

#### **Task 2 – ECHO Redesign**

Under this task the contractor shall assist EPA in the redesign of the ECHO website. Contractor shall offer feedback to EPA designer, as well as provide its own designs and graphics. ECHO design must use the latest EPA template, follow EPA web standards, meet varied ECHO user needs, and be section 508 compliant. Navigation should require as few clicks as possible to access tools, and the various ECHO tools should be easy to find. In addition, OTIS features must be seamlessly integrated into the ECHO look and feel, as “ECHO Gov” for government users.

#### **TASK 2 – DELIVERABLES**

<b>Milestone/Reporting Requirement</b>	<b>Schedule</b>
Constructive feedback on EPA designs	• Within 1 week of design receipt
Mock-ups of ECHO look and feel and navigation	• By July 24, 2012
Final mock-up based on review and comments	• By August 10, 2012
Graphics	• At written technical direction from the WAM

#### **Task 3 – Detailed Requirements**

The contractor shall develop design requirements for each of the priority ECHO/OTIS queries, tools, and reports (approximately 20-30). EPA will provide prioritized list of query screens/tools/reports. In general, current ECHO and OTIS queries/reports will be re-built with their current search options/fields. However, the contractor should meet with EPA subject matter experts to determine whether all current features are necessary and to fully detail needed features.

Requirements will include all search fields and query options and make clear what each query page/report will do. Requirements shall be detailed enough that a journeyman developer may use them to successfully create the web tools and reports. The contractor also shall incorporate final high-level IT and EPA web standards requirements into design requirements documentation. EPA will provide draft IT requirements, which the contractor should review and provide any recommendations.

Requirements development should take into account the varied audiences, in particular general public and technical users. Requirements analysis should identify whether separate search and results screens are needed for each audience and/or whether search and results screens can be built to cater to various needs.

### TASK 3 – DELIVERABLES

Milestone/Reporting Requirement	Schedule
Incorporate final high-level IT requirements into design requirements documentation	• By July 27, 2012
Draft ECHO/OTIS Design Requirements	• By August 10, 2012
Final ECHO/OTIS Design Requirements	• By August 31, 2012
Requirements Analysis Interviews	• At written technical direction from the WAM

### Task 4 – Quality Assurance

The contractor shall develop a Quality Assurance Project Plan (QAPP) that will document how quality assurance, quality control, and documentation will be applied to the development of the ECHO/OTIS query screens and reports.

This QAPP describes how the Office of Enforcement and Compliance Assurance (OECA) will comply with EPA's quality system requirements set forth in EPA Order 5360.1. The purpose of the QAPP is to provide a blueprint for planning, implementing, and assessing the quality system for the programs administered by the Office of Compliance.

It is the policy of OECA that quality assurance activities shall be conducted to assure environmental data generated, processed, or used for its program requirements will be of known quality and will achieve prescribed data quality objectives. Furthermore, the data will be adequate and sufficient for their intended use. The contractor is responsible for preparing a QAPP in accordance with the guidance document EPA Requirements for Quality Assurance Project Plans; EPA QAIG-5, December 2002.

For each Statement of Work that generates or analyzes compliance/enforcement data, the contractor prepare a QAPP to include elements listed below. *Please note that no compliance/enforcement data will be generated/analyzed for Tasks 1-3. This requirement applies to Task 5.*



- a description of how the data pulled will be displayed on ECHO/OTIS
- a description of how the contractor will test and evaluate web query performance (both speed and accuracy)
- a description of the process for interfacing with the ECHO data mart at NCC
- a description of how select logic from the data sources will be documented, including data pull/refresh dates;
- documentation of any known data limitations with the sources of data.

#### **TASK 4 – DELIVERABLES**

<b>Milestone/Reporting Requirement</b>	<b>Schedule</b>
Quality Assurance Project Plan	• 2 weeks before beginning Task 5
Revised Quality Assurance Project Plan	• 1 week after receipt of comments from EPA

#### **Task 5 – Web Design, Development, and Documentation**

Upon Contracting Officer (CO) written direction, the contractor shall assist in the design, development, testing, and documentation of modernized ECHO/OTIS web queries and reports. Based on final requirements, contractor shall design, build, test, and document all assigned web queries and reports, which must work seamlessly with the ECHO data mart at NCC. Build must use EPA-chosen web application framework. Web queries and reports also must use the latest EPA template, follow EPA web standards, meet ECHO user needs, and be section 508 compliant.

Documentation should include both the process of querying/displaying data for internal use; as well as help text, select logic, source information, and pull/refresh dates in user-friendly, plain language formats for posting on the site. In addition, known data limitations should be documented. Finally, contractor may be asked in written technical direction from the WAM to assist with user outreach and training. Again, this task will only be executed upon written direction from the CO.

#### **TASK 5 – DELIVERABLES**

<b>Milestone/Reporting Requirement</b>	<b>Schedule</b>
Build, connect to ECHO data mart, test, and document first query screen	• After directed by CO, by December 1, 2012
Incorporate EPA comments/resolve any problems	• After directed by CO, by December 22, 2012
Build, connect to ECHO data mart, test, and document first set of priority query screens/reports	• After directed by CO, by March 8, 2013
Incorporate EPA comments/resolve any problems, release to the public	• After directed by CO, by March 29, 2012
Build, connect to ECHO data mart, test, and document next set of query screens	• After directed by CO, by May 10, 2013

Incorporate EPA comments/resolve any problems, release to the public	• After directed by CO, by May 31, 2013
Assist with user outreach and training	• At written technical direction from the WAM

## 7. CONTRACT SOW REFERENCE

This Work Assignment will draw on the following sections of the Contract SOW:

- Task Area II.2 - Data Management: Requirements Analysis/Feasibility Studies
- Task Area II.4 - Data Management: Data Exchange within EPA and Other Agencies
- Task Area II.5 - Data Management: Software Development/Programming Support
- Task Area II.6 - Data Management: Other

## 8. ANTICIPATED TRAVEL REQUIREMENTS

EPA does not anticipate the need for non-local travel by contractor employees and/or subcontractors to support the scope of this work assignment.

## 9. ADDITIONAL CONTROL REQUIREMENTS

- a. Other direct costs. Other direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the CO.
- b. Recordkeeping. Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task.
- c. Resolution of Identified Problems. The contractor shall contact the CO and/or the Project Officer (PO) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO, the PO, and the WAM.
- d. Notification of Spending. The contractor shall notify the CO and WAM in writing when 85% of the authorized work assignment LOE/labor hours have been expended.
- e. Contractor Identification. To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites. When speaking with the public the contractor should refer all interpretations of policy to the WAM.



- f. Limitation of Contractor Activities. The contractor will submit drafts of all deliverables to the WAM for review prior to submission of the final product. The contractor will incorporate all WAM comments into all final deliverables, unless otherwise agreed upon by the WAM. The contractor will adhere to all applicable EPA management control procedures as implemented by the CO, PO, and WAM.
- g. Deliverable Formatting. Throughout this Work Assignment, the contractor shall provide draft and final reports to EPA in electronic formats. The contractor shall discuss the computer file formats to be used for word processing, spreadsheet, database and graphics with the WAM prior to file preparation.
- h. Deliverables. Major technical reports shall be subject to internal contractor peer review by an expert(s) not directly involved in the mainstream Work Assignment tasks. Deliverables will be prepared with proper adherence to EPA style and format requirements.
- i. Deadlines. For the purpose of developing this work plan, the contractor shall assume the deliverable due dates provided with each task. The EPA WAM/PO also will use written technical direction to change a deadline if management requires any particular deliverable earlier than specified in the following tasks. For any deliverable, no deadline will extend beyond the WA period of performance.
- j. Organizational Conflict of Interest. The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.
- k. Notification of Conflicts of Interest Regarding Personnel. The contractor shall immediately notify the CO and PO of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.
- l. Enforcement Sensitive Information. This work assignment will not likely involve enforcement sensitive information. In the event that EPA does require the contractor to handle enforcement sensitive information, the contractor recognizes that this information should not be released to the public. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to

materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

- m. Handling of Confidential Business Information (CBI). EPA does not anticipate the need for the contractor to handle CBI for this work assignment, as no data in ECHO/OTIS or the backend data warehouse are CBI.